

RECORDS RETENTION SCHEDULE

GenCat 25409

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

DEPARTMENT, BOARD OR COMMISSION GENERAL SERVICES – OFFICE OF ADMINISTRATIVE HEARINGS		(1) AGENCY BILLING CODE 030966		(3) PAGE 1 OF 2 PAGES
(4) DIVISION/ BRANCH/ SECTION SPECIAL EDUCATION DIVISION		(5) ADDRESS 1102 "Q" STREET, 4 TH FLOOR, SACRAMENTO, CA 95814		
CHECK THE APPROPRIATE BOX				
(6) <input checked="" type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]				
(7) <input type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)				
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)				
NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER 044-4	(10) SCHEDULE DATE 3/17/06	(11) NUMBER OF PAGES 1	(12) CUBIC FEET (Total Schedule) 60
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER	(14) APPROVAL NUMBER	(15) APPROVAL DATE (S)	(16) PAGE NUMBER(S) REVISED - 1
(17) MISSION/FUNCTIONAL STATEMENT : We provide a neutral forum for fair and independent resolution of matters in a professional, efficient and innovative way, ensuring due process and respecting the dignity of all.				
PART I – AGENCY STATEMENTS				
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.				
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>Ronald L. Diedrich</i>		(19) TITLE DIRECTOR AND CHIEF ADMINISTRATIVE LAW JUDGE		(20) PHONE NUMBER 916-323-0623
(21) DATE SIGNED 03-17-06				
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.				
(22) SIGNATURE- RECORDS MGMT. ANALYST <i>Kay F. Stubbings</i>	(23) CLASSIFICATION RECORDS COORDINATOR	(24) NAME (Printed or Typed) KAY F. STUBBINGS	(25) PHONE NUMBER 916-323-0623	(26) DATE SIGNED 3/17/06
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)				
(27) SIGNATURE – CalRIM CONSULTANT <i>John E. Ford</i>		(28) APPROVAL NUMBER 06-062	(29) DATE SIGNED 4/3/2006	(30) EXPIRATION DATE 4/3/2011
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)			FOR ARCHIVES' STAMP	
THE ATTACHED RECORDS RETENTION SCHEDULE:				
(31) <input checked="" type="checkbox"/> Contains no material subject to further review by the California State Archives				
(32) <input type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)				
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sydney Miley, Archivist</i>		(34) DATE SIGNED April 12, 2006		

06-062

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

1	60		SPECIAL EDUCATION DUE PROCESS HEARING FILES	P		* 3 MONTHS		6 YRS 9 MONTHS	7 YRS	X	Federal law requires that these files be retained for a total of seven years. The files are initially held at OAH for a 90 day appeal period. After 90 days they are transferred to the State Records Center (SRC) for an additional six years and nine months. If an appeal is initiated during the 90 day grace period, the file in question will be held at OAH until the appeal is closed, then transferred to SRC. Files are confidential.

* Provide total of office and departmental